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| Process Name: Timekeeping and Leave Accounting | Process Identifier: TL |
| Sub-Process Name: Sick Leave Transfer | Sub-Process Identifier: TL-7 |
| Sub-Process Purpose and Objectives: Transfer leave between eligible employees to provide extended medical leave | |
| Sub-Process Description: Employees may donate sick leave to another employee if the following criteria are met: <ul style="list-style-type: none">▪ The receiving employee must be a member of the sick leave bank.▪ The receiving employee must have used all accumulated leave and used all days approved through the sick leave bank.▪ The receiving employee must have a continuing disability from personal illness or injury and be unable to perform job duties.▪ The receiving employee must not be receiving any other form of compensation. <p>Based on medical certification the employee may be approved to receive up to 90 days of paid sick leave. The leave is approved in 20 day increments based on updated medical information. The same rules apply to this process for usage of the leave as with the sick leave bank (see process TL-6).</p> <p>The employee donating the leave must donate a minimum of 10 days and may not donate more than half of his/her current sick leave balance. They may donate a maximum of 90 days during their state employment. They do not have to be a member of the sick leave bank.</p> <p>Personnel manually completes c-7 forms (see process TL-3) to deduct the leave from the donating employee and add the leave to the receiving employee's balance. Data Capture System is updated with the approved sick leave. If more than one person donates sick leave to a particular individual, we number them according to the date received. No sick leave is deducted from the donating employee's balance until it is needed for a particular pay period.</p> <p>Personnel manually tracks the 90 day period for transferred leave taken, and all eligibility criteria.</p> | |

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| Sub-Process Trigger(s): Sick leave transfer request | | Key Sub-Process Participants: <ul style="list-style-type: none"> • Personnel • Agency • Employee | |
| Inputs: | | | |
| Input | Format | Volume/Time | Suppliers |
| Payment requests | Paper | | Employee |
| | | | |
| Outputs: | | | |
| Output | Format | Volume/Time | Recipients |
| Updated leave balances | Database | | Personnel, agency, employee |
| Updated leave taken | Database | | Personnel, agency, employee |
| | | | |
| Performance Measures Tracked: | | | |
| Measure | | Approx. Value | Target Value |
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| Laws, Regulations, and Policies That Govern Sub-Process: | | | |
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| Current Sub-Process Issues/Problems: | | | |
| Improvement Opportunities: | | | |

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| Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i> | Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i> |
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| Applications that Support the Sub-process | |
| Application Name(s) <i>(Internal name and vendor's name)</i> | Technology Description <i>(Programming vendor, language, platform, database, etc.)</i> |
| SEIS | In house developed, COBOL, IBM mainframe, IMS |
| DCS | See TL-1 |

